



Office of the City Clerk

Weekly Report – for Week Ending October 16, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

2016 Neighborhood Council (NC) Elections:

In collaboration with the Department of Neighborhood Empowerment, staff continued working on defining requirements, systems development and testing for the OnLine Voter Registration system and Candidate Filing System. Workflow processes for the polling places are being finalized.

Staff is working with EmpowerLA and Bureau of Engineering to extract street range files for 35 Neighborhood Councils for the Everyone Counts (E1C) Online Voting system. Data has been provided to the vendor to develop the Voting Registration portal.

Council and Public Services Weekly Statistics:

*meetings are from 10/12 through 10/16

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|---------------------------------------|-----|
| Number of Ordinances Posted/Published | 1/0 |
| Number of Notices/Publications | 0/7 |
| Number of Contracts Attested | 29 |
| Number of Council Files Created | 138 |
| Number of Claims Received | 113 |
| Number of Referrals | 49 |
| Number of Council Meetings | 3* |
| Number of Committee Meetings | 7* |

TOP ITEMS

- ***NC Election 2016 Efforts Continue***
- ***Meeting with NC Budget Advocates Regarding City Clerk Budget for 2016-17***
- ***Council and Committee Meetings Streaming Video and Audio Contract Renewed***
- ***Enhanced Google Maps for Business Improvement Districts on City Clerk Website***

Neighborhood and Business Improvement Districts:

The Economic Development Committee approved the reconfirmation of assessments for the Wilshire Center Business Improvement District.

Staff attended a meeting at LADWP relative to economic development funding for Business Improvement Districts (BIDs) and made a presentation on the BIDs process at a public meeting relative to the proposed Gaffey Street Business Improvement District (one of the Mayor's Great Streets).

The Business Improvement District Mapping application has been re-written by the Systems staff to improve the customer experience and is now available on the City Clerk website. The new program addresses various issues with the Google Maps system. The new application now protects us from having problems when Google makes program updates to their mapping application with unknown consequences. <https://www.google.com/maps/d/viewer?mid=zqfUVml1aEPw.kbxWICihicZQ>

Historical Archives Research - The Port of Los Angeles researched the history of the Chief Engineers, General Managers, and Executive Directors of the Port. A citizen researched the records retention schedules of the Department of Water and Power.

Fiscal - Staff completed the quarterly bank certification for submission to the Office of Finance; reconciled outstanding billing for the City Special Events contractor back to 2010; received budget requests from all City Clerk Divisions and met with Neighborhood Council Budget Advocates for the preparation of the FY16-17 proposed budget; and transmitted to Granicus (vendor) for execution the contract for on-line streaming services of City Council and Committee meetings.



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General City Purposes - Staff received 9 allocation requests; submitted 10 invoices to Accounting for payment; and continued work on the 14/15 Annual GCP Report for submission to Council.

Personnel - Staff held 2 new employee orientations and 1 FMLA orientation; created a monthly salary report for the CLA; created a payroll report for GSD to complete reconciliation of their electronic badging database; worked with the department training coordinator to provide Mandatory Fraud Awareness training on a training portal and worked with the Personnel Department on various exams including Legislative Assistant and Sr. Legislative Assistant.

ISSUES

Claims Against the City - Friday, October 9th there was an issue with the City's Google Drive, Docs, Sheets and Slides. This affected the integration with our Seamless Docs Claims Against the City form. Google was able to resolve the issue by Friday afternoon. Staff was able to manually reconnect the application by late Friday. There were no further incidents after Friday.

UPCOMING. . . .

Annual Archives Bazaar - LA as Subject 10th Annual Archives Bazaar at the USC Doheny Memorial Library on Saturday, October 17th.
<http://www.laassubject.org/>